

THE LIBRARY OF VIRGINIA

Mission

The Library of Virginia collects, preserves, publishes, and makes available materials and records of Virginia's history and culture. It manages a general reference and research library; is the official depository of state documents and a repository of local and federal documents; provides direction, assistance, and counsel to all libraries in the commonwealth, to all communities which may propose to establish libraries, and to all persons interested in public libraries; administers and distributes state and federal library funds; contracts with other states, regions, or districts for the purpose of providing cooperative library services; conducts a program of records management for official state and local records; serves as the archival agency of the state; and publishes original documents and manuscripts related to the commonwealth of Virginia.

The Library of Virginia was established by the General Assembly in 1823. It is the library agency of the state, the archival agency of the Commonwealth, and the reference library at the seat of government. The Library of Virginia's new building on Broad Street between Eighth and Ninth Streets contains 316,500 square feet of office and collection storage space plus two levels of underground parking for patrons and visitors. This six-story building includes a lecture hall, conference-sized meeting space, an exhibition room, comfortable reading areas, and special rooms providing secure access to archival records and special collections.

The Library of Virginia is governed by The Library Board, whose fifteen members are appointed by the Governor. It is directed by the Librarian of Virginia who is appointed by The Library Board.

The Library of Virginia is organized into six divisions: the Archival and Information Services Division, the Collection Management Services Division, the Information Technology Services Division, the Library Development and Networking Division, the Publications and Educational Services Division, and the Records Management and Imaging Services Division.

Archival and Information Services

The Library of Virginia manages the archival and printed collections of the commonwealth of Virginia in fulfillment of its mission as the research and reference library at the seat of state government. As the official state archival repository, the Library preserves and provides access to more than 83 million manuscript items documenting four centuries of Virginia history. Among these materials are the papers of Virginia's governors, legislative bodies, and state agencies; birth, marriage, and death records; tax lists; Bible records; some of the oldest county and city court records in the United States; maps; and the private papers of many Virginia citizens, businesses, and community organizations. The Library also houses and makes available to researchers more than 1.5 million books, serials, bound periodicals, microfilm reels, newspapers, and state and federal documents. The Library's collections also include 240,000 photographs, prints, engravings, broadsides, posters, and paintings.

Collection Management Services

The Library of Virginia is responsible for developing and maintaining extensive collections of archival and printed materials. Through its Archival Description and Technical Services departments, the Library works to locate, acquire, and process an array of manuscript materials as well as books, magazines, journals, and newspapers. The Library also offers researchers superb special collections of rare books, unique imprints and broadsides, and pictorial materials. The Library's Government Documents Program receives and makes accessible to patrons, government agencies, and businesses a wide range of federal online and in-print publications. The program also coordinates a State Documents Depository System, collecting and distributing state publications to 12 participating library systems across the Commonwealth. The Library's Virginia Newspaper Project is a multiyear project to locate, catalog, and microfilm thousands of newspapers from the early 1700s to the present. The Library is nationally recognized for its Digital Library Project, a cooperative effort with local public libraries and historical societies to reformat and make accessible through the Internet the Commonwealth's unique research resources. The Library is proud of its multifaceted and extensive conservation-preservation program designed to ensure that the collections of the Library of Virginia are maintained for future citizens.

Information Technology Services Division

The Library of Virginia is dependent upon technology to accomplish its mission and meet its goals. The Information Technology Services (ITS) Division provides the technical services required to support the other divisions of the library. The ITS Division is responsible for all aspects of the library's information systems and services. These include maintaining and expanding the network infrastructure, operating the library's critical systems and applications, and supporting the internal and external users of our technology. The ITS Division is also responsible for information security and technology planning and growth. In addition, LVA's Webmaster manages the library's increased presence on the Internet through our acclaimed and very popular Web site (<http://www.lva.lib.va.us>), which provides a worldwide audience with access to many of the library's resources.

Library Development and Networking

The Library of Virginia provides professional consultation and support to more than three hundred public libraries in the commonwealth's extensive library system, as well as to library staffs in state agencies, schools, colleges, museums, corporations, and private organizations throughout Virginia. Library Development consultants foster cooperation among Virginia's libraries in areas such as construction, children's and young adult services, the development of trustee and friends groups, and continuing education and training. The Library also administers and distributes state and federal aid funds to Virginia's public libraries. The Library Development and Networking Division manages the Virginia Library and Information Network (VLIN), which connects Virginia's libraries to each other and to the vast resources of the Internet.

Publications and Educational Services

The Library of Virginia publishes original documents and manuscripts in the field of Virginia history and culture. The list of more than one hundred titles currently in print includes documentary editions, genealogical resources, bibliographies, collection finding aids, mono-graphs, and reference works, as well as *Virginia Cavalcade*, a color-illustrated quarterly history magazine. The Library also offers a number of educational programs and services, including lectures, workshops, seminars, and training sessions for archivists, librarians, historians, genealogists, museum professionals, and the general public. The Exhibition Program strives to enhance Virginians' understanding of their history and culture through interpretive presentations of materials housed in the Library's vast collections. The Virginia Center for the Book, an affiliate of the Center for the Book at the Library of Congress, fosters great awareness and appreciation of books, reading, and the literary heritage of Virginia.

Records Management and Imaging Services

The Library of Virginia administers a comprehensive Records Management Program for the Commonwealth Program for the commonwealth in compliance with the provisions of the Virginia Public Records Act. The program is responsible for managing the creation, utilization, maintenance, retention, preservation, and disposition of the public records created by all state and local government organizations, with an emphasis on ensuring the preservation of Virginia's rich and historically significant public records. The Library's Imaging Program microfilms or scans as optical images records having permanent historical value or those with approved retention and disposition schedules. Through the Virginia Circuit Court Records Preservation Program (VCCRP), the Library administers grants to localities for projects designed to preserve the permanently valuable records located in the offices of Virginia's circuit court clerks. VCCRP staff archivists are also engaged in processing more than 19,000 cubic feet of circuit court papers housed at the Library and in advising court clerks with ongoing education and records preservation issues.

Finance and Administrative Services

The divisions, branches, and departments of the Library of Virginia receive administrative support services from the Accounting and Procurement Services, Budget and Finance Reporting Services, Facilities Management, Human Resources Services, Patron Services, Photographic and Photocopy Services, Public Relations, and Support Services units. Public libraries may request assistance on human resources issues and procurement requirements from the appropriate department.

HOW THE LIBRARY OF VIRGINIA CAN HELP

Trustees may contact the Library of Virginia for additional information on any library-related topic. The toll-free number, (800) 336-5266, may be used. The following are some likely areas of interest:

AUTOMATION:

Library Development and Networking Division
Telephone: (804) 692-3774

- ❖ Computers in libraries
- ❖ Consulting services
- ❖ OCLC/Group Access
- ❖ Virginia Union List of Serials (VA\$L)

BUILDINGS:

Library Development and Networking Division
Telephone: (804) 692-3775

- ❖ Consulting services in space assessment, new construction, and renovation
- ❖ Library furniture and equipment
- ❖ Bookmobile

CHILDREN'S & YOUTH SERVICES

Library Development and Networking Division
Telephone: (804) 692-3765

- ❖ Consulting services on materials, services, and programming
- ❖ Summer reading programs

FRIENDS OF THE LIBRARY

Library Development and Networking Division
Telephone: (804) 692-3763

- ❖ Consulting services for establishing Friends groups
- ❖ Materials and resources
- ❖ Workshops and in-service training programs

PUBLIC LIBRARY DEVELOPMENT

Library Development and Networking Division
Telephone: (804) 692-3763

- ❖ Budget management
- ❖ Personnel management
- ❖ Policy development

STATE AID AND FEDERAL GRANTS

Library Development and Networking Division
Telephone: (804) 692-3775

- ❖ Requirements for receiving grants
- ❖ Formula for allocation for grants
- ❖ Reporting/evaluation

**STATE & FEDERAL
DOCUMENTS**

Archival and Information Services Division
Telephone: (804) 692-3562

- ❖ Local access to state publications through depository libraries
- ❖ Information on state and federal documents

TRUSTEES

Library Development and Networking Division
Telephone: (804) 692-3763

- ❖ Consulting services to library boards and library directors
- ❖ Resources for trustees
- ❖ Workshops and in-service training for trustees

SELECTED TELEPHONE NUMBERS

Librarian of Virginia	(804) 692-3535
Deputy Librarian of Virginia	(804) 692-3599
Archival and Information Services Division	(804) 692-3700
Interlibrary Loan	(804) 692-3532
Telephone Reference	(804) 692-3777
Collection Management Services Division	(804) 692-3741
Government Documents	(804) 692-3754
Virginia Newspaper Project	(804) 692-3559
Finance and Administrative Services Division	(804) 692-3737
Accounting and Procurement Services	(804) 692-3811
Human Resources Services	(804) 692-3586
Information Technology Services Division	(804) 692-3756
Library Development and Networking Division	(804) 692-3993
Library Development	(804) 692-3762
Fax Machine	(804) 692-3771
Publications and Educational Services Division	(804) 692-3999
Records Management and Imaging Services Division	(804) 692-3600